

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office High Desert State Prison/Operations/CALPIA		2. Unit Name/Industry Healthcare Facilities Maintenance (HFM)	
3. Class Title Custodian Supervisor II		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 933-760-2001-001		6. Effective Date December 2, 2021	
7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions: Under direction of the Prison Industries Administrator/Manager, supervises Custodian Supervisor I's (CSI) at HDSP and California Correctional Facility (CCC). Performs required janitorial services; Has direct responsibility for the management and implementation of HFM Training Programs at HDSP and CCC. Performs site inspections and internal audits at all (2) institutions; Develops corrective action plans and communicate deficiencies to the Prison Industries Administrator/Manger. In addition, the incumbent has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of multiple inmates who substantially replace civil service employees for a total of at least 120 hours per pay period.			
Work Schedule: Days and Hours May Vary			
8. Percentage of time performing duties:		9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)	
40%		<p>ESSENTIAL FUNCTIONS</p> <p>Implementation and management of the HFM Program(s) at HDSP and CCC; Gives instruction and OJT to the CSI's at HDSP and CCC concerning all aspects of the HFM Program; Attends Quality Management Committee Meetings with HDSP and CCC Medical Departments; Ensures corrective action plans are completed in a timely manner; ensures work orders are placed; Provides OJT to HFM Staff and Inmate Workers in CALPIA's procedures for terminal cleaning, floor care, cleaning of offices, exam rooms, waiting areas, and restrooms; Ensures proper handling and disposal of medical waste; scheduling labor for the completion of special projects, institution required training, HFM training programs coverage during staff absences, and counseling and/or performance evaluations; Works with the HFM Office Technician to ensure accurate Industry Employment Program (IEP) data entry and inmate worker enrollment in required training modules; Initiates order requests (Form 13) for replenishing janitorial and office supplies.</p>	
25%		<p>Performs regular inspections on the quality of service being performed at HDSP and CCC; Performs audits on daily inspection checklists, perpetual inventories, tool control, and management of documentation at HDSP and CCC; Provides feedback to the Prison Industries Administrator/Manager regarding deficiencies and assists in the development of a Corrective Action Plan.</p>	
25%		<p>Supervise inmate work crews in the performance of their janitorial duties; Maintains key and tool control per the institutions policy and procedure; Manages inventory and storage of hazardous materials; Trains staff and enforces CALPIA Policy and Procedure concerning Health and Safety in the workplace, in accordance with Title 8, Title 15, and Title 22.</p>	
		<p>MARGINAL FUNCTIONS</p>	
5%		<p>Maintain order and prevent escape and injury of others or to property; maintain security of working areas and materials; Regularly inspect premises and search inmates for contraband. Attends mandatory, job related training at the home institution.</p>	
5%		<p>Perform other duties as assigned by the Prison Industries Administrator/Manager.</p> <p>ADDITIONAL EXPECTATIONS</p> <p>Maintain knowledge of methods, practices, chemicals, and equipment used in the cleaning of offices and medical facilities. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property.</p>	
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME Vacant		EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL KN 11/30/2021			